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OFFICE OF TRAINING

NOTICE No. 10-66

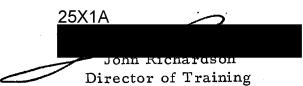
10 October 1966

SUBJECT: Memorandum Requesting Senior Guest Lecturers

- 1. When requesting senior Agency officials at the Deputy Director level and above to appear as guest lecturers in OTR-conducted courses, it is appropriate to include in the requesting memorandum (a) items to be covered by the speaker and (b) background summary of the students in the class.
- 2. Initial arrangements for such speakers are normally made by telephone. These will be followed-up, however, with a formal invitation over the signature of the Director of Training giving details of the subject to be covered and a general picture of the composition of the class. The latter will include such information as GS grades, e.g., four GS-14s, six GS-13s, etc., breakdown by Directorate, and a general statement of any pertinent characteristics of the group.
- 3. It will be the responsibility of the School Chiefs to identify other senior officials (e.g., Special Assistants, returning for whom this type of information should be provided.

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